

ORDINANCE NO. 14-\_\_\_\_\_

**Planning Department Established**

Be it Ordained by the City Council of the City of Huntsville, Alabama, that Ordinance No. 92-650, adopted by the City Council on November 18, 1992, as amended by Ordinance Nos. 93-411 and 93-785, is hereby further amended to read as follows:

The Planning Department is hereby established. The Planning Department shall be under the general supervision and control of the Planning Director. The Planning Director shall be an officer of the City and shall have the responsibility for the day to day supervision of the Planning Department of Urban Development. The Planning Department provides staff support for the Planning Commission in performance of the duties outlined in Chapter 52 of Title 11, Code of Alabama (1975), with respect to planning, zoning and subdivision regulations. The Planning Director shall be appointed by the Mayor subject to the approval of the City Council as provided by law. The Planning Director shall hold office for the term of the Mayor making the appointment. The Planning Director shall be under the direct supervision and control of the Director of Urban Development. Generally, the Planning Director shall be available to councilmembers to respond to requests for information or questions related to matters under the general control of the Planning Director which are pertinent to the performance of a councilmember's duties.

Ordinance No. 90-152 of the City of Huntsville, Alabama, as amended adopting the Personnel Policies and Procedures Manual for the City of Huntsville (the "Personnel Manual"), shall not constitute an employment contract with the Planning Director, and the Planning Director shall not be governed by the provisions of the Personnel Manual except (1) where otherwise provided by law and (2) when enforcing the terms of the Personnel Manual in his or her capacity as a supervisor.

The duties of the Planning Director shall include but no be limited to the following:

Plans, organizes and directs the activities of the Planning Department; supervises and participates in the preparation of comprehensive reports based upon careful research and study of planning problems.

Plans, organizes and directs the activities of professional, technical and clerical personnel engaged in the compilation, analysis and interpretation of data affecting planning.

Supervises the Manager of the Long Range Planning, Planning Services and Community Development Divisions of the Planning Department.

Directs the revision and maintenance of the City zoning ordinances.

Serves as technical advisor to the planning commission on City planning and development matters; recommends projects and programs to be undertaken.

Serves as the Transportation Planning Coordinator for the Metropolitan Planning Organization.

Advises and cooperates with City officials in connection with new or contemplated capital improvements.

Provides technical advice and investigative assistance for the Board of Zoning Adjustment.

Maintains liaison with governmental agencies and officials in the metropolitan area.

Prepares the annual budget for the Department.

Performs related work as required.

#### **Qualifications:**

Graduation from an accredited four year college or university; supplemented by Master's degree in urban planning and thorough experience in the field of planning, including considerable supervisory experience; or any equivalent combination of training and experience which provides the following:

Knowledge of the current principles and practices of urban planning.

Knowledge of laws and ordinances affecting community planning and development, and the principles and practices of public administration.

Knowledge of the political, social and economic implications of planning.

Knowledge of current literature and recent developments in the field of planning.

Ability to organize and administer the functions of a specialized or generalized planning department.

Ability to supervise the systematic compilation of technical and statistical information and to prepare highly complex technical reports.

Adopted this the \_\_\_\_ day of \_\_\_\_\_, 2014.

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President of the City Council of  
the City of Huntsville, Alabama

Approved this the \_\_\_\_ day of \_\_\_\_\_, 2014.

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Mayor of the City of  
Huntsville, Alabama